



## **POSITION VACANCY ANNOUNCEMENT 17-FTNGD - 36**

**Opening Date: 12 July 2017  
Closing Date: 26 July 2017**

**BRANCH OF SERVICE:** ARMY NATIONAL GUARD

**POSITION TITLE:** Funeral Honors Administrative Support Assistant

**LOWEST/HIGHEST GRADE AUTHORIZED:** PVT/E-1 through SSG/E-6

**DURATION OF ASSIGNMENT:** 1 Aug – 30 Sep 17. This position is Full-Time National Guard Duty (FTNGD) (Formally ADOS) and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

**ORGANIZATION:** South Dakota National Guard Service Member and Family Support

**SELECTING OFFICIAL:** MAJ Quenten Johnson  
Deputy Director of Service Member and Family Support  
6206 (1-605-737-6206)  
quenten.j.johnson.mil@mail.mil

**LOCATION:** Rapid City, SD

**Announcement does not constitute commitment to fill position.**

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### **POSITION DESCRIPTION:**

- a. Compile and maintain training and equipment records for all team members in South Dakota.
- b. Provide Military Funeral Honors within the Western Region of South Dakota.
- c. Assist, present information, and training to funeral directors, National Guard units, veteran organizations, and other organizations as tasked.
- d. Submit all required proper documentation for team and individual performance for members in a timely manner will perform other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

- a. General: Applicant must be a member of the SD National Guard. Must be in good standing and no negative personnel actions, FLAGS or temporary profiles. Ability to communicate clearly and effectively. Able to establish and maintain effective working relationships with National Guard units, Funeral Directors, Veterans Organizations, media and the general public

b. Experience, education or training which demonstrates knowledge of administrative functions. Qualified candidate must be a team player but able to work with minimum supervision on a daily basis. Ability to perform routine jobs, simple preventative maintenance tasks, and is able to use common tools and equipment in the line of work. Ability to prepare and present training programs to members or other groups as needed.

c. Other: Ability to work outdoors, in extreme weather conditions and irregular hours. Ability to travel extensively within the geographical area. Applicants must be able to complete the determined tour of military duty prior to ETS. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend, holiday or evening hours.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard  
HUMAN RESOURCE OFFICE  
ATTN: SSG James Blackwell  
2823 West Main Street  
Rapid City, SD 57702-8170

**FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD:** Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

**EQUAL OPPORTUNITY:** The South Dakota National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.